

# Research and Evaluation

## Meeting Notes

### April 16, 2004

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**Attendance** Ron Harichandran, Starr Kohn, Calvin Roberts. Mumtaz Usmen, Chris Williams, Jon Reincke, and Candice Andre.

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**Meeting Overview**  
*(25 words or less)* Mumtaz Usmen led the team in revising the DRAFT of the Michigan Transportation Research Council's Charter. The team focused on refining the overview, mission, vision and values of the Charter, while brainstorming on other components. The draft will be revisited at each future meeting to reach the goal of a final charter.

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- Meeting Notes**
1. Discussion of a smaller subcommittee being formed to extract important information from all the resources available. The deliverable of the subcommittee must be very clear. Team decided that each volunteer would take 1-2 documents to review and report important points back to the action team. The reports will be given at the next 2 meetings.  
Documents to review:
    - Peer Exchange: A Value-Added Program Management Tool. NCHRP Project No. 20-7/Task 125. Prepared by Barbara T. Harder – B.T. Harder, Inc., March 2001 **(Jon Reincke)**.
    - Policies and Procedures of New England Transportation Consortium. **(Jon Reincke)**.
    - Stakeholder Involvement of Local and Regional Transportation Agencies and Practitioners in Research and Technology Program Development. Background Paper prepared for the Research and Technology Coordinating Committee. **(Chris Williams)**.
    - Business Plan, Problem Statement/Proposal and Guidelines of Iowa Highway Research Board. **(Ron Harichandran)**.
    - NCHRP Synthesis of Highway Practice 280, "Seven Keys To Building a Robust Research Program", co-authored by T.B. Deen and B.T. Harder, TRB, National Research Council, Washington, D.C., January 2000. **(Mumtaz Usmen)**.
  2. Other states' research plan is similar to what the council will accomplish. Michigan has a strong research presence, so our state should be looked to for procedures that worked and did not throughout the years.
  3. Revision of MTRC charter:
    - Council should demonstrate leadership in the research arena.
    - Distinguish attributes of a premiere research program.

4. Videoconferencing was not a great success. Members would prefer to use teleconferencing.
  5. Discussion of incomplete Action Items.
  6. Post meeting critique: Progress is going well per team members.
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#### **Action Items**

1. Each volunteer of document review will have important points summarized by May 10<sup>th</sup> or late May meeting. (Jon Reincke will provide his summary at May 10<sup>th</sup> meeting)
  2. Calvin Roberts will provide thoughts on good practices found throughout MDOT to compliment the council.
  3. Calvin Roberts will look at values in charter and come up with correct wording to respect “out of the box” thinkers’ ideas.
  4. Candice Andre will email members to verify best dates for late May and June meetings.
  5. Chris Williams will work on rewriting the Goals of the charter to mesh similar ideas together.
  6. Calvin Roberts will reserve Maintenance conference room for late May meetings.
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#### **Proposed Agenda Topics For Next Meeting**

1. Review of April 16, 2004 meeting notes / action items / draft implementation plan.
  2. Reports on action items.
  3. Reports on document reviews.
  4. Review of MDOT’s business plan.
  5. Refine MTRC mission and goals.
  6. Refine MTRC structure and composition.
  7. Work on MTRC operations and practices.
  8. Set dates for future meetings.
  9. Draft agenda for next meeting.
  10. Post meeting critique (self-assessment of progress and accomplishments to date and strategies for addressing future meetings).
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#### **Next Meeting Dates**

1. Monday, May 10, 2004 from 8:30 am – 12:30 pm at Maintenance – MDOT. Will connect to absentees by teleconference.